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## November 21, 2014 Approved Minutes

SWOSU Faculty Senate

### Abstract

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Approved Minutes  
Southwestern Oklahoma State University  
FACULTY SENATE November 21, 2014—2:00 pm EDU 201

**I. CALL TO ORDER:** Faculty Senate President Evette Meliza called the November meeting of the Faculty Senate to order at 2:01 p.m. in Education 201.

**II. ESTABLISHMENT OF A QUORUM:** The following members were in attendance: Jimena Arcena, Arden Aspedon, Daniel Farris (for David Bessinger), Tammy Blatnik, John Bradshaw, Ric Baugher (for Brad Bryant), Stacey DiPaolo, Ralph May (for Jerry Dunn), Jared Edwards, Fred Gates, Ryan Haggard, Krista Brooks (for Tiffany Kessler), Doug Linder, Jim Long, Scott Long, Sharon Lawrence (for Kris Mahlock), Tom McNamara, Evette Meliza, Kristin Monterella (OKC), Bo Pagliasotti, Cynthia Pena, Linda Pye, Les Ramos, Jeff Waker (for Karen Sweeney), Wayne Trail, and Trisha Wald.

**III. CERTIFICATION OF SUBSTITUTES:** Ric Baugher attended instead of Brad Bryant, Jeff Walker substituted for Karen Sweeney, Sharon Lawrence took the place of Kris Mahlock, Ralph May covered for Jerry Dunn, and Krista Brooks represented Tiffany Kessler.

**IV. PRESENTATION OF VISITORS:** No visitors were present at the meeting.

**V. APPROVAL OF MINUTES:** Approved with a voice vote. The October minutes will include a note that the cost-of-living increase will actually be 2%.

**VI. ANNOUNCEMENTS**

**A. President Evette Meliza**

1. From the Executive Council meeting of November 10, 2014:
  - a. There has been a shift in the focus of the rhetoric from advocates of guns on campus. Rather than focusing on “active shooters,” they are now discussing “vulnerable students” on campus. President Beutler feels the current laws pertaining to guns on campus are adequate. There is a low crime rate on the SWOSU campus. Statistics are posted on the website.
  - b. Mr. Fagan attended an interim study meeting on student debt. Educating students about debt was discussed.
  - c. The Chancellor will be on campus on December 16th. It will be a “what are we asking for, what are we doing” meeting.
  - d. February 10th is Higher Education Day at the Capitol. SWOSU takes a group of students to the meeting between students and legislators. If you have any students who are interested in attending, please let the President’s office know.
  - e. The RUSO Governing Board meeting, which was held November 7th on campus, went well. They want us on the same computer system statewide. Our Administration doesn’t believe that would work, however. Payroll has not worked well with a statewide system.
  - f. Mr. Fagan is not optimistic that we will get an increase in funding from the state. Odds are more favorable for an even budget or a cut in funds.
  - g. SWOSU has been investing in our Strategic Plan initiatives. Some haven’t paid off yet and some have. The investment in international students is paying off. Enrollment has increased 89.53%. We have 163 international students from 26 countries enrolled this fall.
  - h. The 20 by 2020 Program is a state-wide initiative to save 20% of energy costs by 2020. We will probably get an email and newsletter about it. Higher Education has already done a lot of energy saving prior to this 2012 initiative.
  - i. New ethics rules take effect in January. The President will send out information.
  - j. The President would like to do the budget tour again, going to faculty meetings to talk about the budget.

2. From the Administrative Council meeting of November 10, 2014:
  - a. There will be a retirement reception for Dr. Foust on December 5th.
  - b. There will be ongoing Title IX training for faculty.
  - c. There is a new stop sign and new crosswalks between Parker Hall and the Education building.
  - d. Please remember to take the blood-borne pathogens training.
  - e. The new filter is in place for spam email. Probable junk mail will go to the junk folder. We should check that folder for valid email that may have been sent there.
  - f. Concerning meeting requirements for SARA: 54 faculty members have completed the online training, 26 have completed rubric training, and 6 have turned in a first rubric.
  - g. The General Education plan has been completed. It will be sent to departments for program changes.
  - h. We need more faculty members on the Risk Management Task Force. This group looks for operational and safety risks in the buildings. Ideally, there would be a faculty member from each building on the Task Force.
3. From the Meeting with the Provost:
  - a. Faculty input about graduation was discussed.
  - b. Language in the Faculty Handbook is being reviewed for errors and wording. We will receive possible corrections to discuss in future meetings.

**B. Secretary/Treasurer Tom McNamara**

**1. Roll Sheet** – Please sign the roll sheet.

**2. Treasurer’s Report:**

a. BancFirst Checking Account:	October Meeting Balance:	\$1865.94
	CURRENT BALANCE:	\$1865.94
b. University Account:	October Meeting balance:	\$105.01
	CURRENT BALANCE:	\$105.01

**C. President-Elect Jared Edwards:** Nothing to report at this time.

**D. Past President Fred Gates:** The National Rifle Association plans for heavy involvement in the guns on campus issue this election cycle. Faculty should contact their state representatives, making their opinions known. Individuals need to use their personal resources for this. It is a conflict of interest to involve university assets in these actions.

**E. Student Government Representative:** No representative was present.

**VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:**

**A. Personnel Policies Committee:** (see Appendix A)

**Faculty Senate Motion 2014-11-01:** The changes recommended by the Personnel Policies Committee shall be added to the Faculty Handbook.

The motion was approved following a voice vote.

Report from University Policies Committee (see Appendix B)

**Faculty Senate Motion 2014-11-02:** The changes recommended by the University Policies Committee shall be added to the Faculty Handbook.

The motion was tabled so that the University Policies committee can revise the wording to allow for faculty from the College of Associate and Applied Programs and the Library to serve on the FUPTRC.

**VIII. UNFINISHED BUSINESS:** There was no unfinished business from the October meeting.

**IX. NEW BUSINESS:** No new business was brought forward.

**X. ADJOURNMENT:** The meeting was adjourned at 2:37 pm.

**Next meeting 2:00 pm  
Friday, December 5, 2014**

Respectfully Submitted,  
Evette Meliza, Faculty Senate President  
Tom McNamara, Faculty Senate Secretary

## Appendix A

### Proposed Change to the Faculty Handbook Concerning Faculty Who Received Automatic Promotion to Assistant Professor when Applying for Promotion to Associate Professor

From Page 108 of the Faculty Handbook:

#### **1. Application**

When a faculty member has met the minimum requirements, as stated in the *Faculty Handbook* (RUSO Sections 3.2.2, 3.2.3, and 3.2.4), and wishes to be considered for tenure/promotion in rank, a formal application shall be submitted by the applicant to the department chair/associate dean. A faculty member may apply for either tenure or promotion, or both in a given year. The chair/associate dean shall assist the faculty member in monitoring minimum requirements and in preparing evaluation materials. However, it should be emphasized that it is the responsibility of the faculty member to know and follow the application process.

All applications shall consist of only one hardback, three-ringed, tabbed, no-more-than-two-inches-thick notebook (provided by the Provost's office) with the applicant's name and category placed on the spine. The first page of the application should consist of a description of all duties and responsibilities assigned the applicant (i.e., job description) for the years included in the application e.g., teaching, administration, supervision, advising, and load reduction with justification. This description should be formulated by the department chair/associate dean with assistance from the applicant. The information in the application shall be organized according to the Requirements of Promotion/Tenure Review Document outlined in a later section. The application should minimize raw data (i.e., include detailed listings and summaries when possible) and information pertaining to previous rank or employment and focus on accomplishment during the applicant's present rank. All activities and accomplishments shall be dated. **The recommendation for promotion will be based solely on activities conducted since the last promotion.** In the case of tenure all professional activities and accomplishments will be considered. Activities and accomplishments before coming to SWOSU were considered in determining entry rank; therefore, activities and accomplishments before SWOSU will not be reconsidered for further promotion.

The application is the property of the applicant and will be returned immediately if the applicant withdraws or after completion of the tenure and promotion review process.

#### **Proposed Change:**

**The recommendation for promotion will be based solely on activities conducted since the last promotion.** *In the event the applicant was hired initially at the instructor level and was promoted automatically to Assistant Professor upon completion of the terminal degree, then scholarly activities completed during the applicant's tenure as an instructor will be considered in the applicant's application for promotion to Associate Professor.*

Rationale: Since the applicant was automatically promoted upon completion of the terminal degree, then said applicant never underwent the review process for promotion so scholarly activity completed as an instructor was never part of the consideration for the promotion from Instructor to Assistant Professor, unlike applicants applying for promotion from Assistant Professor to Associate Professor.

**Appendix B**  
**Faculty Senate University Policies Committee**  
**Proposed Revisions to the Tenure and Promotion Review Process**

Based on faculty recommendations and open discussion, a Faculty Senate Ad Hoc Committee proposed revisions to the tenure and promotion review process. The proposed revisions were distributed to all faculty in the form of a survey. The results of the survey were analyzed to determine which revisions were supported by a majority of respondents. The Faculty Senate then discussed the survey results and agreed upon specific revisions. These versions were sent to all faculty in order to provide an additional opportunity for comment. The final proposed revisions are listed below. The insertion of these proposed revisions into the pertinent sections of the Faculty Handbook follow (sections B.2. and B.4., POLICIES AND PROCEDURES FOR PROMOTION/TENURE OF FACULTY, p. 104-115). Note that revisions are represented with ~~striketroughs~~ and **bolded/underlined insertions**.

*Proposed Revisions*

1. Only those members of the faculty with at least associate professor rank shall be eligible for membership on the FUTPRC.
2. FUTPRC members shall serve two year terms.
3. Terms on the FUTPRC shall rotate with 4 of the eight members being replaced each year.
4. The chair of the FUTPRC shall be in their second year of committee membership or have previously served on the FUTPRC.
5. The practice of ranking (numbering) candidates in order of preference for tenure and promotion shall be eliminated from the duties of the FUTPRC.
6. The practice of rating candidates relative to their individual suitability for tenure and promotion shall be adopted by the FUTPRC.
7. Individual academic units shall be encouraged to submit standing documents describing scholarly activity in their field to be used as a reference by the FUTPRC.

*Insertions into Pertinent Faculty Handbook Sections*

*(p. 106 of the Faculty Handbook)*

**2. Scholarly Activities**

Scholarly activities associated with the applicant's teaching and/or professional discipline shall be a part of each evaluation. Applicants receiving release time for scholarly activities must document a higher level of scholarly accomplishments, which will be properly weighted in their evaluations.

Presentations in this category should include descriptive summaries of the applicant's scholarly achievement *(The ordering of items is alphabetical and not meant to suggest priority of importance. The items are listed as examples and not intended to be an exhaustive listing, candidates should document all activities they deem relevant).*

**Acceptance of original works of art**, musical compositions or arrangements, architectural designs, poetry and other literature, dance, or other of the Fine Arts.

**Curriculum** development and innovation

**Editing** (including newsletters and the description and preservation of historical and/or scholarly resources)

**Grants** Funded/Unfunded

**Performances or exhibits** involving the various Fine Arts

**Presentation of papers** before professional groups

**Professional development**, activities in professional organizations appropriate to the

teaching field or areas of responsibility including committee appointments, session chair, discussant or consultant performances, workshops, exhibits, or seminars which relate more to scholarly development than to teaching activities

**Publications** of original journal articles with abstract or first and last page of journal (includes web publications)

**Reviewing** of materials submitted by others

**Submission of original journal articles** (include abstract or first and last page of journal)

**Textbooks** (authored)

**Monographs**

**Poster Presentations** before professional groups

Each department or academic unit committee may designate other specific activities which are unique to a certain field as being appropriate within this category. **Individual academic units are encouraged to submit standing documents describing scholarly activity in their field to be used as a reference by the Faculty University Tenure and Promotion Review Committee (FUTPRC).**

Responsibility for establishing the importance and scholarly nature of all activities rests with the applicant. The applicant should not assume that all members of the evaluation committees are familiar with comparative values within each discipline, such as the relative prestige of journals, whether or not journal articles are refereed, whether or not the work has been published, or the importance of audiences and locales for exhibits or performances. All activities should be those which have been presented for the judgment of the applicant's academic peers.

*(p. 112-116 of the Faculty Handbook)*

#### **4. The Faculty University Promotion and Tenure Review Committee**

The committee shall be composed of three (3) faculty members each from the College of Arts and Sciences and the College of Professional and Graduate Studies, one (1) faculty member each from the College of Pharmacy, and one from the College of Associate & Applied Programs or the SWOSU Libraries. The College of Associate and Applied Programs will fill this committee seat in even-numbered years (e.g. 2016, 2018, etc.) and the SWOSU Libraries will fill this committee seat in odd-numbered years (e.g. 2015, 2017, etc.).

The members shall be selected in the following manner:

The Senate Executive Committee (with assistance, if needed) will compile a list of faculty eligible (by college) for SWOSU Promotion/Tenure Review Committee by the August Senate meeting. The Faculty Senators of each college will meet following the September Senate meeting and select from among the list of eligible and willing faculty who meet the minimum requirements of tenure, rank of ~~assistant~~ **associate** professor and seven (7) years of experience at SWOSU and may not be a departmental chair during the current academic year. The Faculty Senate President (or designee) will forward the names to the Chief Academic Officer by the end of the first full week of October. The names may not include any faculty members applying for promotion and/or tenure. If these requirements prohibit a college from submitting a slate of eligible faculty, the requirements will be lowered in the following order:

1. The years of experience will be reduced first to six (6) and then to five (5).
2. Service on the committee the previous year is removed.
3. If there are fewer than three (3) candidates from the College of Arts and Sciences and the College of Professional and Graduate Studies due to an eligible candidate refusing to serve, then only the remaining eligible candidates are submitted.
4. If there are fewer than three (3) candidates and all eligible candidates have agreed to serve, then the Faculty Senators from that college shall submit a plan to the Chief Academic Officer for filling the vacancy(ies) to attain a list of three (3) candidates from the College of Arts and Sciences and the College of Professional and Graduate Studies. Once an acceptable plan is agreed upon, the slate of three (3) candidates

will be submitted.

Members of the committee shall serve ~~one (1)~~ **two (2)** year terms and shall not be able to serve consecutive terms. **Terms on the committee shall rotate, with four (4) of the eight (8) members being replaced each year.** Department chairs, associate deans, deans and applicants shall not be eligible for committee membership.

### **Procedures for FUPTRC**

#### **Confidentiality**

All deliberations and records of the committee are confidential. All members of the committee are to maintain this confidentiality.

#### **Committee Officers**

The Faculty University Promotion and Tenure Review Committee's (FUPTRC) first action is to elect a chair from its members only. **The chair of the committee shall be in their second year of committee membership or have previously served on the FUPTRC.** The chair of the committee does vote. The committee has the prerogative of deciding if it wishes or needs additional officers, for example a secretary or clerk, and fills such offices by election or appointment from among its members as it sees fit.

#### **Documents**

The Chief Academic Officer places applicants' documents in a secure location which is accessible to committee members.

#### **Review of Documentation**

The chair informs committee members of the location of documents so that committee members may begin their review of documents. The committee will decide the order in which categories will be considered. Notes are the personal property of the individual committee member and serve to refresh one's memory during full committee discussion of a candidate. Members are also urged to make a rough, preliminary ~~ranking~~ **rating ('exceeds expectations', 'meets expectations', 'does not meet expectations')** of the candidates prior to the meeting at which a vote will be taken.

#### **Eligibility**

The first evaluation action taken by the full committee will be a review of eligibility requirements of candidates. Any candidate found ineligible will not be reviewed further. Such candidates will be so notified when the committee makes its reports at the end of the process.

#### **Discussion and Rating of Candidates**

The committee will discuss and vote on each candidate, one at a time. Decisions concerning all candidates in a category will be made before moving to a consideration of candidates in another category. The committee will decide the order in which categories will be considered. ~~The discussion, prior~~ **Prior to a vote, the committee will (1) assign a rating ('exceeds expectations', 'meets expectations', or 'does not meet expectations')** to each candidate in a category **and (2) summarize strengths and weaknesses** ~~be summarized by the chair, as aided by other committee members,~~ for inclusion in statements to be reported to the candidate.

#### **Voting**

Following discussion **and rating** of a candidate, a vote is taken on a recommendation to 'grant' or 'deny' promotion or tenure. Each vote is by separate, standardized secret ballot; ballots are prepared in advance but not distributed until discussion on a candidate is completed. Majority rule decides the recommendation. A tie (the committee has eight members) means no majority, resulting in a recommendation to 'deny'. **Following voting**



on all candidates within a category, the chair tabulates and reports the vote and rating for each candidate. Candidates within a category are divided into two groups, those for whom the majority position was to recommend 'grant' and those for whom the decision was to recommend 'deny.'

### **Ranking**

Following voting on all candidates within a category, the chair tabulates and reports the vote for each candidate. Candidates within a category are divided into two groups, those for whom the majority position was to recommend 'grant' and those for whom the decision was to recommend 'deny.' Committee members then rank candidates within each of these groups. All candidates must be ranked.

This ranking will be done anonymously on a list, one list for each committee member. Individual committee members may not assign tie rankings to candidates they must distinguish rankings. If these instructions are not followed, the vote will not be included in determination of composite scores.

A composite score is calculated for each candidate at an academic rank or for tenure by summing the committee members' individual rankings ratings of a candidate. The closer to '1' the composite score, the higher the final ranking reported to the Chief Academic Officer and President.

The highest ranked candidate in the 'deny' group will be given the next number following the ranking of the lowest ranked candidate in the 'grant' group.

It is possible and permissible for tie rankings in the composite final rankings. In such a case, the rank assigned the next candidate after the tie is adjusted accordingly; for example, if two candidates tie for first place, a 'one' is assigned to each, and the next highest candidate is assigned a 'three.'

### **Draft Reports**

The chair will prepare a summary list of committee recommendations (**i.e., grant or deny**) and **rankings ratings**, by academic rank and tenure, which is submitted to the full committee for final approval. Additionally, the chair will prepare a draft statement for each candidate with statements of strengths and/or weaknesses to support the committee's decisions.

If the applicant decides to move their application forward, the chair shall prepare an evaluation and recommendation and report the decision (i.e., grant or deny) to the applicant on the Cover Sheet for promotion/tenure documents. If denial is recommended the chair shall provide the applicant with a written summary response explaining the reasons for denial. In the letter to the applicant, the chair shall include a request for written response from the applicant stating that the summary was received. If no response is received within a week following the mailing, the chair shall contact the applicant to confirm receipt.

Those applicants receiving unfavorable recommendation (vote to deny) may respond on the Cover Sheet with options which accompanies each application and return the form to the individual of the next level. The options shall be (1) to hold a conference with the Chair in the event of a no vote, (2) to withdraw the application, and/or (3) to forward the application to the next level.

If the applicant decides to continue, the summary report from each level shall be sent to the Provost. The summary will include the opinions and statements related to the applicant's qualifications for tenure or promotion.

Applicants who are off campus related to their primary position assignment, i.e. College of Pharmacy faculty, may request to have the recommendations faxed to them for their signature indicating their choice of options. A faxed copy of their signature holds the same weight as their original signature.

#### **Report to the Chief Academic Officer**

The chair will send the committee's summary list of committee recommendations and ~~rankings~~ **ratings**, by academic rank and tenure of those faculty who desire to continue the process, to the Chief Academic Officer. This summary list reports only the committee's majority decision and candidate ~~rankings~~ **ratings**, not the numbers of votes to 'grant' or 'deny.'

#### **Communication Between the Committee and Others**

The Chief Academic Officer, President of SWOSU, and any other agency with a right to further information will direct their comments to the Chair of the FUPTRC, who shall be its only spokesperson; confidentiality of individual committee member comments shall be maintained.

#### **Maintenance of Candidates' Documents**

All documents of all candidates shall be maintained by the Chief Academic Officer until the entire university process, through appeals and final decision by the President following the appeals, is concluded. Candidates are advised to maintain a duplicate copy.

#### **Maintenance of Committee Records**

The Chair of the FUPTRC shall keep secure all committee ballots, ~~ranking lists~~ **ratings**, comment sheets, and copies of reports until notified that the entire university process, through appeals and final decision by the President following the appeals, is concluded. Unless notified in writing to keep them, all committee records are to be destroyed following notification, in writing (non-electronic), by the Chief Academic Officer that the entire process is concluded.

#### **Final Reports**

The Chair of the FUPTRC, with approval of the committee, shall report in writing to the Chief Academic Officer on procedural problems encountered and/or recommendations to improve the procedure. The Chief Academic Officer shall report in writing to the chair when the entire university process, through appeals and final decision by the President following the appeals, is concluded.

Faculty member **recommendations and** ~~rankings~~ **ratings** from the Faculty University Promotion and Tenure Review Committee should be retained by the Chief Academic Officer.

Respectfully submitted,  
University Policies Committee

Dedicated to the memory of long-time committee member, Dr. Dennis Widen.  
Requiescat in pace.